**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

Revenue (Disaster Management) Department – National Cyclone Risk Mitigation Project (NCRMP) – Handing over of Multipurpose Cyclone Shelter (MPCS) Buildings to Village Organisations (VOs) of Self Help Groups (SHGs) – Day to day Management and Maintenance- Implementation Guidelines- Issued.

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**REVENUE (NCRMP.DISASTER MANAGEMENT) DEPARTMENT**

**G.O.Ms.No.3** **Dated:18.02.2016**

**Read :-**

G.O.Ms.No.5, Revenue (NCRMP.DM) Department, Dated: 24.07.2015.

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**O R D E R: -**

Government of India, Ministry of Home Affairs (MHA) have sanctioned National Cyclone Risk Mitigation Project (NCRMP) to be implemented in 13 coastal and island States/ Union Territories (Andhra Pradesh, Odisha, Tamil Nadu, Karnataka, Kerala, Goa, Maharashtra, Gujarat, West Bengal, Daman & Diu, Pondicherry, Lakshadeep, Andaman & Nichobar Islands) with the World Bank's financial assistance. Andhra Pradesh is one among the 13 States. The Project in AP involves construction of Multi Purpose Cyclone Shelters (MPCS), Construction of Roads (CoR), Culverts, Bridges and Saline Embankments besides strengthening coastal zone management framework with an estimated cost of Rs.771.50 Crores (Rupees Seven hundred Seventy One crore and Fifty lakhs). Further, Government of India, Ministry of Home Affairs (Disaster Management Division) vide order No:40-21/2014-DM-III/1391-1401 Dated: 31.07.2015 have communicated the revised cost estimates of Centrally Sponsored Schemes of NCRMP, Phase-I for the State of Andhra Pradesh as Rs. 1187.01 Crores.

2. Government of India under National Cyclone Risk Mitigation Project have sanctioned under revised cost estimation of 232 Multi Purpose Cyclone Shelters (MPCS) in 9 coastal districts of Andhra Pradesh, of cost varying from Rs.85.00 lakhs to Rs.300 lakhs. Some of the 1142 Cyclone Shelters which were constructed earlier are at present in dilapidated condition and not suitable for human habitation due to lack of shelter management and maintenance. Therefore, to have better management and maintenance and to provide infrastructure to the newly constructed MPCS, it is proposed to have Community based Cyclone Shelter Management, Maintenance Welfare Committees. As per the Project Appraisal Document (PAD) of NCRMP, under Cyclone Risk Mitigation Infrastructure (Component-B) creation of corpus fund for management and maintenance of cyclone shelters is to be done. As per the Annexure-5 of Project Appraisal Document, the cost of cyclone shelter management corpus fun is to be borne by the State Governments.

3. In the Government Order cited, orders were issued to handover Multipurpose Cyclone Shelter (MPCS) buildings to the Village Organisations (VOs) of Self Help Groups (SHGs), which are already registered under 'Andhra Pradesh Mutually Aided Co-operative Societies Act - 1995' to conduct Women Empowerment and Capacity Building Activities etc., in the villages for optimum utilization of MPCS buildings for welfare activities of the community and for day to day Management and Maintenance of the shelters. Government also directed to take further action in consultation with CEO, SERP, Hyderabad to select the Village Organisations (VOs) of Self Help Groups (SHGs) and procedures etc., for handing over the MPCS buildings being constructed under NCRMP for optimum utilization of MPCS buildings and day to day maintenance and welfare of the community.

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4. SPIU, NCRMP, Revenue (Disasater Management) in collaboration with SERP/ Mahila Sadhikara Samstha have prepared a detailed implementation guidelines for Managing and Maintenance of MPCS Buildings and the guidelines are appended as Annexure- I to this order.

5. Government after careful examination of the entire matter hereby approve the detailed implementation guidelines shown in Annexure-I for implementation by Village Organisations of Society for Elimination of Rural Poverty (SERP) so as to achieve the optimum utilization of MPCS buildings and day to day maintenance and welfare of the community.

6. Accordingly, CEO, SERP shall take further action for implementation of the detailed guidelines given in Annexure-I of Government Order for implementation by Village Organisations and SERP scrupulously.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J.C. SHARMA,**
**PRINCIPAL SECRETARY TO GOVERNMENT.**

To
The Secretary to Government, Panchayati Raj & Rural Development, A.P. Secretariat, Hyderabad.
Chief Executive Officer, Society for Elimination of Rural Poverty (SERP),
Hermitage Office Complex, Huda Building, Hill Fort Road, Nampally, Hyderabad-500004.
Chief Executive Officer, Andhra Pradesh Mahilabivrudhi Society (APMAS), Gachibowli, Hyderabad.
All the District Collectors of 9 Coastal Districts of Andhra Pradesh.
The Commissioner of Fisheries, Masab Tank, Hyderabad.
The Director for Disaster Management and Ex.Officio Deputy Secretary to Government and Project Director, SPIU, NCRMP, Revenue (DM) Department, AP Secretariat, Hyderabad.
The Commissioner I & PR, Masab Tank, Hyderabad for issue of detailed Press Note to both Print & Electronic Media.
The Commissioner Panchayat Raj, Himayathnagar, Hyderabad.
The Engineer-in-Chief, Panchayati Raj Department, Errummanzil Colony, Hyderabad.
The Chief Engineer, Panchayati Raj, NCRMP, Hyderabad.
All the Superintending Engineers, Panchayati Raj of 9 Coastal Districts.
All District Fisheries Officers, Fisheries Department of 9 Coastal Districts.
All the DROs of 9 Coastal Districts.
All the ZP CEOs of 9 Coastal Districts.
Task Team Leader, NCRMP, World Bank, Lodhi Road, New Delhi.
SF/SC-1.

**Copy to:**

The Commissioner & IG Stamps and Registrations, Moazzam Jahi Market, Hyderabad.
The PS to Principal Secretary to Government, Animal Husbandry, Dairy Development & Fisheries Department.
The PS to Principal Secretary Finance, Secretariat, Hyderabad.
The PS to Principal Secretary, Revenue (Land and DM) Department, A.P.Secretariat, Hyderabad.
The Finance (Exp.Rev) Department.
The Vice-Chairman, NDMA, New Delhi.
The Project Director, NCRMP, NDMA, New Delhi.

**// FORWARDED BY ORDER //**

**SECTION OFFICER**

**GUIDELINES ISSUED TO VILLAGE ORGANISATIONS OF SERP REGARDING THE MANAGEMENT AND MAINTENEANCE OF MPCS BUILDINGS CONSTRUCTED UNDER NCRMP BASED ON THE MoU WITH SERP**

**ANNEXURE-I**

1. Village Organization of Self Help Groups (SHGs), Velugu, Rural Development Department, will manage and maintain the Multipurpose Cyclone Shelters (MPCS) constructed under National Cyclone Risk Mitigation Project (NCRMP), SPIU, Hyderabad, as per Memorandum of Understanding between Director, Revenue (Disaster Management) Depratment, Hyderabad and Chief Executive Officer, Society for Elimination of Rural Poverty (SERP), Rural Development Department, Hyderabad.

2. Village Organization of SHGs should consider Cyclone Shelter as social asset, it will act as a caretaker to this social asset on behalf of Government of Andhra Pradesh and for the welfare of the community at large.

3. Village Organization will ensure safe custody of the building and the equipment supplied/ to be supplied from Government and individual/ donors from time to time.

4. SERP will finalize the efficient Village Organisations at Village Level for better maintenance and Management of the MPCS buildings.

5. On behalf of Government, the Village Organisation will take care of day to day maintenance of the shelter. They will ensure that every day building is cleaned and supervised, so as to take place the day to day transactions smoothly.

6. Village Organization should make awareness to local community that MPCS building will be allotted to locals for lawful use. Proper legal action should be taken on the person who resort to destroy or spoil the fixtures etc., if any.

7. During the normal time (when there are no calamities) shelter should be utilized to extend benefits to local community in accordance to the rules of Government. First preference should be given to Class rooms of School/ Library/ Anganwadi Centres/ Village Information Centres/ MEE-Sevas/ Community Meeting Centres/ SHG meeting Centres/ Social Functions/ Functions/ Health Camps, Veterinary Camps/ Artisan Complexes/ Integrated Service Delivery Centre for the activities like training programmes group meeting of Youth, Men and Women etc., and also for other Community Specific uses or Government Specified uses.

8. For different needs the utilization fees should be notified in advance. It should be clearly mentioned that, for which purpose it is to be utilized and timings permitted to do so, at the time of handing over of MPCS for private purpose.

9. Village Organization should ensure lawful usage of the building during normal time, and collect funds for maintenance and to carry out minor repair work out of the fund and maintain records as per rules for the welfare of the society.

10. Government alone will hold responsibility for major repairs needs to the MPCS buildings. The needs of such repairs should be informed to the Revenue (Disaster Management) department through the District Collector.

11. Village Organisation should regularly discuss with the local community about future action plans for development of the building and to what extent MPCS building will be used for development of local Community.

12. Issues regarding the maintenance of the MPCS buildings should be included as an agenda in the Executive Committee meeting conducted by the village societies every month.

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13. Village Organization should open a separate Bank Account on the name of MPCS buildings.

14. The user charges collected through MPCS usage, contributions made by donors and if any other funds apart from corpus fund received from Government Organisations/ NGOs should be deposited in this account and these amounts may be used for the building requirements with proper resolutions.

15. Government proposed Rs. 5 Lakh Corpus Fund should be Fix deposited in the MPCS buildings Bank Account and Interest accrued thereby should be used only for building requirements.

16. The Bank Account of the MPCS Building shall be maintained by three persons i.e., the President, Secretary of the Village Organisation and the President of the Mandal Samakya of Velugu. The President or Secretary signed Cheques along with the signature of the Mandal Samakyas will be valid officially.

17. A separate book keeper should be put in-charge for maintenance of the shelter related records and communications.

18. SERP in co-ordination with SPIU, NCRMP will organize training on Capacity Building Maintain of books of accounts etc.,

19. It should be informed to the members without fail about the income and expenditure of the building in the same Executive Committee (EC) Meeting. The records should be kept available for scrutiny and these documents should be displayed on the notice board.

20. These accounts shall be audited every year as done in the case of Village Organisation of SHGs accounts.

21. Annual audit report copies should be sent to Mandal Samakyas, Proeject Director/ Principal Secretary, Revenue (Disaster Management) Department/ Commissioner, Revenue (Disaster Management) Department/ CEO, SERP/ Concerned District Collector.

22. On behalf of Village Organisation, as a legal person President, Secretary of the Village Organisation can sue or be sued on behalf of the MPCS.

23. Village Organization should implement the advices and suggestions whenever issued by SERP/ Mandal Samakyas, Revenue (Disaster Management) Department without fail.

24. Before taking the any decisions or resolutions pertaining to Financial aspects , the Village Organizations (VOs) should invite the Mandal Samakya's President/ Secretary without fail and a decision taken should be taken in this meeting should be communicated to CEO, SERP and Principal Secretary, Revenue (Disaster Management) Department/ Commissioner Revenue (Disaster Management) Department.

25. If any irregularities takes place regarding funds pertaining to cyclone shelters and in safeguarding the equipments, full authority will be given to the CEO, SERP, District Collector and Principal Secretary, Revenue (disaster management) department to take legal/penal action on concerned Village Organization's President, Secretary along with others who are responsible for such irregularities.

26. Village organization should maintain Stock Register, Minutes Book, General Ledger, Cash Maintenance Book, Vouchers (receipt) book, Visitors Book, Bank Account book as a duty.

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27. If prescribed reports are not submitted in stipulated time, proper records of the MPCS buildings are not maintained, Village Organization is not worked as per rules and services are not rendered properly to local community Principal Secretary, Revenue (Disaster Management) Department/ Commissioner (Disaster Management) can to take action on concerned Village Organization through SERP officials, and shall handover the responsibility to others village organization.

28. The Revenue (Disaster Management) Department, SERP officials can visit the MPCS shelter buildings during their official visits. They have an authority to check Equipments, Material issued and the Registers and other books. These officials can ask for comprehensive report on any matter related to management and maintenance of MPCS buildings. Village organization should co-operate with them.

29. In case, any dispute or doubt arises, orders, guidelines which are issued by the Principal Secretary, Revenue (Disaster Management) Department or concerned District Collector on behalf of Government should be implemented.

30. As MPCS building are constructed under World Bank aided project with international standards Village Organisation or any other body did not have a power to make any changes either in the construction or in the facilities. If any change is necessary for community use Village Organisation should take permission of the Government.

31. As it is unknown when the natural calamities would occur, the building should be kept vacant to take shelter at any time. Big size material, large size equipments and articles belonging to private persons and institutes should not be kept in the buildings.

32. Immediately after receiving disaster warnings, village organization should alert people and organize emergency Executive Committee (EC) meetings.

33. If any building is allotted to any person for any requirement before receiving disaster news, village organization has power to explain the situation and to get the building vacated.

34. User charges received for such requirement should be returned. After got the building cleaned water tubes and tanks should be filled with water in full level.

35. Kerosene Lamps, Generator, Diesel (Fuel) required for lighting in the building and medicines required for first aid should be kept ready. All disaster management pre-activities indicated by officers should be performed.

36. Shelter should be provided in advance to the people who may face disaster risk and for villagers and their relatives and cattle. Shelter must be provided for surrounding villagers, fishermen who came for fishing if needed.

37. No one should be stopped to enter into the building for protection with any reason or partiality. Actions should be taken for protection and safety of all living beings.

38. Till information about depart of disaster is received officially, required minimum amenities and food to the persons sheltered in the buildings should be prepared time to time and information should be communicated to the officers of mandal level and state level.

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39. Necessary action plans, steps should be taken to implement discipline activities in the building.

40. Special accommodation should be provided as far as possible to the children, pregnant women, aged persons, handicapped persons, in the buildings during disaster.

41. Village organization should take necessary steps to reach various types of benefits coming from Government and non-government organization during disaster should reach all transparently.

42. Till complete depart of disaster and situation come to normal state, rehabilitation activities should be continued to the displaced persons.

43. Steps shall be taken to facilities the evacuees to go back their homes after the disaster received. Subsequently, the building, toilets and the utensil shall be get cleaned and the utensils kept in safe custody.

44. After disaster a comprehensive report shall be prepared in detail with regard to the disaster and it should be submitted to the collector and revenue (disaster management) department without fail. Based on these reports it will be possible to render better services in future.

45. SERP authorities should inform the financial matters in advance to SPIU, NCRMP, Revenue (Disaster Management) Department and submit budget proposals to get funds for monitoring, training programmes.

46. Detailed list of items, equipments supplied by State, Central Government and Non-Government Organisations and Institutions should be written in the Stock Register and the same should be communicated to the CEO, SERP, VELUGU, Principal Secretary, Revenue (Disaster Management) Department/ Commissioner, Revenue (DM) Department, District Collector once in every six months and keep them with the acknowledgment receipt.

47. Proposed Corpus Fund and other related funds if any given should deposit in CEO, SERP account by Revenue (Disaster Management) Department. SERP in its return shall deposit the amount in concerned Villages Organizations Accounts and should send the related documents to the Revenue (Disaster Management) Department.

48. Funds taken from Revenue (Disaster Management) Department other than Corpus Fund for various purposes the SERP shall submit expenditure bills/ Expenditure details to the Revenue (Disaster Management) Department for verification and for regularising the accounts

49. Village Organisation shall Co-operative with officials of SPIU, NCRMP, Revenue (DM) Department, and SERP in formulating the disaster management plan at the village level, Formation of Disaster Task Teams (DTTs), Organising Mock drills, Capacity Building, Sensitization Training programmes.

**J.C. SHARMA,**
**PRINCIPAL SECRETARY TO GOVERNMENT.**